Contents

Number 1—Winter, 1942

Agriculture Goes to War . . . . . *James L. McCamy* 1
The Agricultural Referendum . . . . . *L. V. Howard* 9
The Real Estate Dilemma . . . . . *R. G. Tugwell* 27
Financial Control: A Case Study . . . . . *Richard W. Van Wagenen* 40
Administrative Regions in Virginia . . . . . *Raymond Uhl* 50
A Worm's-eye View . . . . . *Virgil B. Zimmerman and Dwight Waldo* 54
Reviews of Books and Documents
Organization for Overhead Management . . *Paul H. Appleby and Arnold Brecht* 61
The Public Utility in Britain . . . . . *William E. Mosher* 67
Our American Democracy at War . . . . . *O. L. Nelson* 70
The Evolution of Unemployment Policy . . . . . *Daniel L. Goldy* 72
On Government by Commission . . . . . *James Hart* 78
An Analyst's Handbook . . . . . *Pendleton Herring* 82
Investigation of Investigation . . . . . *S. S. Sheppard* 84
Contemporary Topics 87
News of the Society 93

Number 2—Spring, 1942

Cooperative Government in Wartime . . . . . *Frank Bane* 95
Coordinating Defense Activities in a
Metropolitan Region . . . . . *Samuel C. May and Robert E. Ward* 104
The Making of Administrators . . . . . *Rowena Bellows Rommel* 113
Administrative Agencies and Statute Lawmaking . . . . . *Edwin E. Witte* 116
Administrative Aspects of the Federal-State
Legislative Relationship . . . . . *Ernest Engelbert and Kenneth Wernimont* 126
The Reform of Federal Administrative Procedure . . . . . *Louis L. Jaffe* 141
Reviews of Books and Documents
War Industry and Community Problems . . . . . *Robert K. Lamb* 159
The Authority of Organized Knowledge . . . . . *John M. Gaus* 165
A Balanced Approach to Unionization . . . . . *Arthur W. Macmahon* 168
Home Rule for Whom? . . . . . *Thomas H. Reed* 171
Contemporary Topics 176
News of the Society 185

Number 3—Summer, 1942

E Pluribus Unum . . . . . *Harold E. Stassen* 187
The Local Rationing Board in Massachusetts . . . . . *Henry Parkman, Jr.* 195
Compliance Problems of the Food Stamp Plan . . . . . *H. Dewayne Kreager* 199
States Agencies and Lawmaking . . . . . *Elisabeth McK. Scott and Belle Zeller* 205
Alexis de Tocqueville and Public Administration . . . . . *Louis Smith* 221
Ferdinand Augustus Silcox . . . . . *E. I. Kotok and R. F. Hammatt* 240
Reviews of Books and Documents
Scholar and Statesman . . . . . *John M. Gaus* 254
Reorganization—How It Works . . . . . *Charles M. Kneier* 255
The Administrative Class: Past and Future . . . . . *Herman Finer* 259
Contemporary Topics 266
News of the Society 279

Number 4—Autumn, 1942

Freezing Axis Funds . . . . . *Ward Stewart* 281
Certification of Collective Bargaining Representatives . . . . . *Avery Leiserson* 292
Recruiting Administrative Personnel in the Field . . . . . *W. Brooke Graves and James M. Herring* 302
The Reorganization of an Employment Service . . . . . *Joseph E. McLean* 312
The Neutrality of the Public Service . . . . . *David M. Levitan* 317
Selecting a Medium for Written Instructions . . . . . *W. S. Harris* 324
Reviews of Books and Documents
Full Utilization of Manpower . . . . . *R. Burr Smith* 329
Executive-Administrative Power and Democracy . . . . *Charles S. Hyneman* 332
Scientists in Government . . . . . *Howland H. Sargeant* 339
Adjudication by Federal Agencies . . . . . *Frederick F. Blachly* 343
The Benjamin Report . . . . . *Spencer D. Parratt* 348
Current Problems in the Housing Field . . . . . *Ira S. Robbins* 355
Headquarters and the Field . . . . . *David B. Truman* 357
Contemporary Topics 362
News of the Society 373

Index

Volume II — 1942

ACCOUNTING. Van Wagenen, Richard W. Financial Control: A Case Study 40
ADMINISTRATION, COMPARATIVE. Appleby, Paul H. and Brecht, Arnold. Organization for Overhead Management 61
ADMINISTRATIVE ADJUDICATION. Blachly, Frederick F. Adjudication by Federal Agencies..343
Parratt, Spencer D. The Benjamin Report...348
ADMINISTRATIVE ANALYSIS. Herring, Pendleton. An Analyst's Handbook 82
ADMINISTRATIVE PROCEDURE. Harris, W. S. Selecting a Medium for Written Instructions.....324
Herring, Pendleton. An Analyst's Handbook. 82
Jaffe, Louis L. The Reform of Federal Administrative Procedure 141
Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan.....199
ADMINISTRATIVE REFERENDUM. Howard, L. V. The Agricultural Referendum 9
Leiserson, Avery. Certification of Collective Bargaining Representatives 292
ADMINISTRATORS. Graves, W. Brooke and Herring, James M. Recruiting Administrative Personnel in the Field.....302
Rommel, Rowena Bellows. The Making of Administrators 113
AGRICULTURE. Howard, L. V. The Agricultural Referendum 9
McCamy, James L. Agriculture Goes to War. 1
AGRICULTURE, DEPARTMENT OF. Appleby, Paul H. and Brecht, Arnold. Organization for Overhead Management 61
Howard, L. V. The Agricultural Referendum. 9
Kotok, E. I. and Hammatt, R. F. Ferdinand Augustus Silcox 240
McCamy, James L. Agriculture Goes to War. 1
Appleby, Paul H. and Brecht, Arnold. Organization for Overhead Management..... 61
AREAS. Uhl, Raymond. Administrative Regions in Virginia 50
ATTORNEY GENERAL'S COMMITTEE ON ADMINISTRATIVE PROCEDURE. Jaffe, Louis L. The Reform of Federal Administrative Procedure..141
AUDIT. Van Wagenen, Richard W. Financial Control: A Case Study..... 40

Bane, Frank. Cooperative Government in Wartime 95
Benjamin, Robert M. *Administrative Adjudication in the State of New York*, reviewed by Spencer D. Parratt.....348
BIOGRAPHIES. Kotok, E. I. and Hammatt, R. F. Ferdinand Augustus Silcox.....240
Blachly, Frederick F., book review.....343
Brecht, Arnold. *See* Appleby, Paul H.
British Association for the Advancement of Science. *Science and World Order*, reviewed by Howland H. Sargeant.....339
Burns, Eveline M. *British Unemployment Programs, 1920–1938*, reviewed by Daniel L. Goldy 72

CAREER SERVICE. Finer, Herman. The Administrative Class: Past and Future.....259
Levitan, David M. The Neutrality of the Public Service 317
Rommel, Rowena Bellows. The Making of Administrators 113
Chamberlain, Joseph P., Dowling, Noel T. and Hayes, Paul R. *The Judicial Function in Federal Administrative Agencies*, reviewed by Frederick F. Blachly.....343
CIVIL SERVICE. Zimmermann, Virgil B. and Waldo, Dwight. A Worm's-eye View..... 54
Civil Service Assembly, Committee on Employee Relations in the Public Service. *Employee Relations in the Public Service*, reviewed by Arthur W. Macmahon.....168
COLLECTIVE BARGAINING. Leiserson, Avery. Certification of Collective Bargaining Representatives 292
Comer, John P. *New York City Building Control, 1800–1941*, reviewed by Ira S. Robbins..355
COMMISSIONS. Hart, James. On Government by Commission..... 78
Kneier, Charles M. Reorganization—How It Works 255
COMMUNICATIONS. Harris, W. S. Selecting a Medium for Written Instructions.....324
COMPTROLLER. Van Wagenen, Richard W. Financial Control: A Case Study..... 40
CONGRESS. Witte, Edwin E. Administrative Agencies and Statute Lawmaking.....116
Contemporary Topics 87, 176, 266, 362
CONTRACTS, ADMINISTRATIVE. May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region.....104
Cushman, Robert E. *The Independent Regulatory Commissions*, reviewed by James Hart.. 78

Dale, H. E. *The Higher Civil Service of Great Britain*, reviewed by Herman Finer.....259
DE TOCQUEVILLE, ALEXIS. Smith, Louis. Alexis de Tocqueville and Public Administration...221

Engelbert, Ernest and Wernimont, Kenneth. Administrative Aspects of the Federal-State Legislative Relationship 126
EXAMINATIONS. Zimmermann, Virgil B. and Waldo, Dwight. A Worm's-eye View..... 54

FEDERAL-STATE-LOCAL RELATIONS. Bane, Frank. Cooperative Government in Wartime..... 95
Engelbert, Ernest and Wernimont, Kenneth. Administrative Aspects of the Federal-State Legislative Relationship 126
Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan.....199
May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
Parkman, Henry Jr. The Local Rationing Board in Massachusetts 195
Stassen, Harold E. E Pluribus Unum.....187
Finer, Herman. *Municipal Trading*, reviewed by William E. Mosher..... 67
book review 259
FISCAL ADMINISTRATION. Stewart, Ward. Freezing Axis Funds 281
Van Wagenen, Richard W. Financial Control: A Case Study..... 40
FOOD STAMP PLAN. Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan,...199
FOREST ADMINISTRATION. Kotok, E. I. and Hammatt, R. F. Ferdinand Augustus Silcox..240

Gaus, John M., book review.....165, 254
Glaser, Comstock. *Administrative Procedure*, reviewed by Pendleton Herring..... 82
Goldy, Daniel L., book review..... 72
Graves, W. Brooke and Herring, James M. Recruiting Administrative Personnel in the Field 302
GREAT BRITAIN. Finer, Herman. The Administrative Class: Past and Future.....259
Goldy, Daniel L. The Evolution of Unemployment Policy 72
Mosher, William E. The Public Utility in Britain 67
Sargeant, Howland H. Scientists in Government 339
Smith, R. Burr. Full Utilization of Manpower.329

Hammatt, R. F. *See* Kotok, E. I.
Harris, W. S. Selecting a Medium for Written Instructions 324
Hart, James, book review..... 78
HEADQUARTERS-FIELD RELATIONS. Graves, W. Brooke and Herring, James M. Recruiting Administrative Personnel in the Field.....302
Truman, David B. Headquarters and the Field 337
Herring, James M. *See* Graves, W. Brooke.
Herring, Pendleton. *The Impact of War*, reviewed by Lt. Colonel O. L. Nelson..... 70
book review 82
HOUSING. Robbins, Ira S. Current Problems in the Housing Field.....355
Howard, L. V. The Agricultural Referendum.. 9
Hyneman, Charles S., book review.....332

INDEPENDENT AGENCIES. Hart, James. On Government by Commission..... 78
International Labour Office. *Wartime Transference of Labour in Great Britain*, reviewed by R. Burr Smith.....329
INVESTIGATION. Sheppard S. S. Investigation of Investigation 84

Jaffe, Louis L. The Reform of Federal Administrative Procedure 141
Jones, Victor. *Metropolitan Government*, reviewed by Thomas H. Reed.....171

Kneier, Charles M., book review.....255
Kotok, E. I. and Hammatt, R. F. Ferdinand Augustus Silcox 240
Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan.....199

Lamb, Robert K., book review.....159
LAND POLICY. Tugwell, R. G. The Real Estate Dilemma 27
LAW ENFORCEMENT. Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan 199
LEGISLATION. Engelbert, Ernest and Wernimont, Kenneth. Administrative Aspects of the Federal-State Legislative Relationship.....126
Scott, Elisabeth McK. and Zeller, Belle. State Agencies and Lawmaking.....205
Witte, Edwin E. Administrative Agencies and Statute Lawmaking.....116

Leiserson, Avery. Certification of Collective Bargaining Representatives 292
Leiserson, Avery. *Administrative Regulations*, reviewed by Charles S. Hyneman 332
Levitan, David M. The Neutrality of the Public Service 317

Macmahon, Arthur W., book review 168
McCamy, James L. Agriculture Goes to War 1
McLean, Joseph E. The Reorganization of an Employment Service 312
MANAGEMENT. Appleby, Paul H. and Brecht, Arnold. Organization for Overhead Management 61
McCamy, James L. Agriculture Goes to War .. 1
MARKETING AGREEMENTS. Howard, L. V. The Agricultural Referendum 9
MASSACHUSETTS. Parkman, Henry Jr. The Local Rationing Board in Massachusetts 195
May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
MERRIAM, CHARLES E. Gaus, John M. Scholar and Statesman 254
Metcalf, Henry C. and Urwick, L., eds. *Dynamic Administration: The Collected Papers of Mary Parker Follett*, reviewed by John M. Gaus 165
Millspaugh, Arthur C. *Democracy, Efficiency, Stability*, reviewed by Charles S. Hyneman 332
MINNESOTA. Kneier, Charles M. Reorganization —How It Works 255
Mosher, William E., book review 67
MUNICIPAL ADMINISTRATION. Reed, Thomas H. Home Rule for Whom? 171
Sheppard, S. S. Investigation of Investigation. 84
Tugwell, R. G. The Real Estate Dilemma 27

NATIONAL LABOR RELATIONS BOARD. Leiserson, Avery. Certification of Collective Bargaining Representatives 292
Nelson, Lt. Colonel O. L., book review 70
NEW YORK CITY. McLean, Joseph E. The Reorganization of an Employment Service 312
Robbins, Ira S. Current Problems in the Housing Field 355
Sheppard, S. S. Investigation of Investigation. 84
Tugwell, R. G. The Real Estate Dilemma 27
NEW YORK STATE. Parratt, Spencer D. The Benjamin Report 348
Scott, Elisabeth McK. and Zeller, Belle. State Agencies and Lawmaking 205
News of the Society 93, 185, 279, 373

OFFICE OF CIVILIAN DEFENSE. May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
OFFICE OF GOVERNMENT REPORTS. Engelbert, Ernest and Wernimont, Kenneth. Administrative Aspects of the Federal-State Legislative Relationship 126
OFFICE OF PRICE ADMINISTRATION. Bane, Frank. Cooperative Government in Wartime 95

Parkman, Henry Jr. The Local Rationing Board in Massachusetts 195
Parratt, Spencer D., book review 348
PLANNING. McCamy, James L. Agriculture Goes to War 1
Tugwell, R. G. The Real Estate Dilemma 27
POLITICS AND ADMINISTRATION. Levitan, David M. The Neutrality of the Public Service 317
PROCEDURE. *See* Administrative Procedure.
PRODUCTION CONTROL. Howard, L. V. The Agricultural Referendum 9
PUBLIC POLICY. Witte, Edwin E. Administrative Agencies and Statute Lawmaking 116
PUBLIC SERVICE UNIONS. Macmahon, Arthur W. A Balanced Approach to Unionization 168
PUBLIC UTILITIES. Mosher, William E. The Public Utility in Britain 67
PUBLIC WELFARE. Goldy, Daniel L. The Evolution of Unemployment Policy 72

RATIONING. Bane, Frank. Cooperative Government in Wartime 95
Parkman, Henry Jr. The Local Rationing Board in Massachusetts 195
RECRUITING. Graves, W. Brooke and Herring, James M. Recruiting Administrative Personnel in the Field 302
Reed, Thomas H., book review 171
REFERENDUM. *See* Administrative Referendum.
REGIONALISM. May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
Uhl, Raymond. Administrative Regions in Virginia 50
REORGANIZATION. Kneier, Charles M. Reorganization—How It Works 255
McLean, Joseph E. The Reorganization of an Employment Service 312
Robbins, Ira S., book review 355
Rommel, Rowena Bellows. The Making of Administrators 113

San Francisco. May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
Van Wagenen, Richard W. Financial Control: A Case Study 40
Sargeant, Howland H., book review 339
Schaffter, Dorothy. *State Housing Agencies*, reviewed by Ira S. Robbins 355
Scott, Elisabeth McK. and Zeller, Belle. State Agencies and Lawmaking 205
Seidman, Harold. *Investigating Municipal Administration*, reviewed by S. S. Sheppard 84
Sheppard, S. S., book review 84
Short, Lloyd M. and Tiller, Carl W. *The Minnesota Commission of Administration and Finance, 1925–1939*, reviewed by Charles M. Kneier 255
Silcox, Ferdinand Augustus. Kotok, E. I. and Hammatt, R. F. Ferdinand Augustus Silcox .. 240
Smith, Louis. Alexis de Tocqueville and Public Administration 221
Smith, R. Burr, book review 329
Stassen, Harold E. E Pluribus Unum 187
Stewart, Ward. Freezing Axis Funds 281
Stone, Donald C. and others. *Washington-Field Relationships in the Federal Service*, reviewed by David B. Truman 357
Surplus Marketing Administration. Kreager, H. Dewayne. Compliance Problems of the Food Stamp Plan 199

Tests. *See* Examinations.
Theory of Administration. Gaus, John M. The Authority of Organized Knowledge 165
Levitan, David M. The Neutrality of the Public Service 317
Hyneman, Charles S. Executive-Administrative Power and Democracy 332
Sargeant, Howland H. Scientists in Government 339
Smith, Louis. Alexis de Tocqueville and Public Administration 221
Tolan Committee. *See* U. S. Congress: House Select Committee.
Treasury Department. Stewart, Ward. Freezing Axis Funds 281
Truman, David B., book review 357
Tugwell, R. G. The Real Estate Dilemma 27

Uhl, Raymond. Administrative Regions in Virginia 50
Unemployment. Goldy, Daniel L. The Evolution of Unemployment Policy 72
Unions. *See also* Public Service Unions.
Leiserson, Avery. Certification of Collective Bargaining Representatives 292
U. S. Civil Service Commission. Graves, W. Brooke and Herring, James M. Recruiting Administrative Personnel in the Field 302
Zimmermann, Virgil B. and Waldo, Dwight. A Worm's-eye View 54
U. S. Congress: House Select Committee Investigating National Defense Migration. *National Defense Migration*, reviewed by Robert K. Lamb 159
U. S. Employment Service. McLean, Joseph E. The Reorganization of an Employment Service 312

Van Wagenen, Richard W. Financial Control: A Case Study 40
Virginia. Uhl, Raymond. Administrative Regions in Virginia 50
Voting. Howard, L. V. The Agricultural Referendum 9

Waldo, Dwight. *See* Zimmermann, Virgil B.
War Administration. Bane, Frank. Cooperative Government in Wartime 95
Lamb, Robert K. War Industry and Community Problems 159
May, Samuel C. and Ward, Robert E. Coordinating Defense Activities in a Metropolitan Region 104
McCamy, James L. Agriculture Goes to War .. 1
Nelson, Lt. Colonel O. L. Our American Democracy at War 70
Smith, R. Burr. Full Utilization of Manpower . 329
Stassen, Harold E. E Pluribus Unum 187
Stewart, Ward. Freezing Axis Funds 281
Uhl, Raymond. Administrative Regions in Virginia 50
Ward, Robert E. *See* May, Samuel C.
Wernimont, Kenneth. *See* Engelbert, Ernest.
White, Leonard D., ed. *The Future of Government in the United States: Essays in Honor of Charles E. Merriam*, reviewed by John M. Gaus 254
Witte, Edwin E. Administrative Agencies and Statute Lawmaking 116

Zeller, Belle. *See* Scott, Elisabeth McK.
Zimmermann, Virgil B. and Waldo, Dwight. A Worm's-eye View 54